

Development Coordinator

Location: Meredith, NH

Status: Full-time

Reports to: Director of Development

Works Closely With: Board of Directors, Development Committee, Program Leadership, vendors, consultants, businesses, and donors

Compensation: \$55,000 to \$62,000 and a comprehensive benefits package

About Lake Winnepesaukee Alliance

Lake Winnepesaukee Alliance (LWA) is a nonprofit organization dedicated to protecting the water quality and natural resources of Lake Winnepesaukee and its watershed for current and future generations. Using science, monitoring, education, and advocacy, LWA brings together residents, businesses, and community partners to address emerging threats, safeguard the lake's ecological health, and preserve its recreational and economic value for the region.

Position Summary

The Development Coordinator is a key member of the Lake Winnepesaukee Alliance team, responsible for organizing and advancing the organization's fundraising efforts in support of its science-guided initiatives to protect Lake Winnepesaukee's water quality and natural resources.

The Development Coordinator provides the planning and administrative support for annual appeals, special events, fundraising campaigns, and business and community engagement. Core responsibilities include planning and tracking donor outreach, applying wealth screening for identification and cultivation of prospects, building and maintaining donor and prospect portfolios, gift entry and acknowledgment, and ensuring accurate CRM records for all financial supporters.

Key Responsibilities

Campaigns and Appeals

- Coordinate and manage logistics for annual appeals.
- Support major donor programs that advance the Legacy Strategy's Blueprint for Lasting Protection, including The Founders Group and LW50.
- Coordinate systematic outreach and engagement activities for donors and prospects (mail, email, phone, in-person).
- Assist with establishing and managing a major donor recognition program (briefings, awards, publications).
- Plan and coordinate general appeals (mail and online) featuring the Legacy Strategy, LWA's 50th Anniversary, and related campaigns.

Events

- Coordinate planning, logistics, and follow-up for fundraising receptions, the 50th Anniversary gathering, the new film premiere, and other donor events.

Business and Community Engagement

- Support the development and implementation of a business sponsorship program.
- Assist with the creation and organization of a new business advisory group.
- Assist with establishing watershed working groups as local hubs of community support.

CRM and Data Management

- Assist with planning, organizing, and tracking donor and prospect outreach activities in the CRM.
- Use wealth-screening tools under supervision to expand and refine donor/prospect identification and cultivation.
- Coordinate the development and maintenance of individual donor and prospect portfolios.
- Maintain accurate, up-to-date records for all financial supporters and prospects.

Ideal Candidate Profile

Qualifications

- Bachelor's degree required.
- Two to three years of work experience in the field of development or in nonprofits.
- Demonstrated ability to plan for and organize development activities with a commitment to high-caliber performance and success.
- Strong written and verbal communication skills.
- Experience working with CRMs, Excel, Word, and related programs required for efficient performance.
- Familiarity with Bloomerang or a similar nonprofit fundraising and donor management platform.
- Comfort managing multiple priorities independently in a small, collaborative organization.
- Willingness and ability to attend some evening and weekend events, particularly in the summer season.

Personal Attributes

- Critical thinker with a hands-on, roll-up-your-sleeves approach.
- High integrity, discretion, and professionalism.
- A passion for working with people to excel at the role, contributing to a positive, can-do work environment in pursuit of the LWA's lake protection goals.
- Collaborative, adaptable.
- Confident, warm, and persuasive communicator.



Compensation & Benefits

Lake Winnepesaukee Alliance offers a competitive salary commensurate with experience, along with benefits.

To Apply

Interested applicants should submit a cover letter and resume describing their qualifications and interest in the position, along with three references. Completed submissions should be sent to Jennifer Mitchell at jmitchell@winnepesaukee.org.

The Lake Winnepesaukee Alliance is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, veteran or marital status, sexual orientation, physical or mental disability, ancestry, political affiliation, personal appearance, family responsibilities, matriculation, or any other status protected under federal, state or local law.

